

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE PROMOTIONAL EXAMINATION FOR:

CORRECTIONS CORPORAL - #74-049

DATE OF EXAMINATION
OCTOBER 16, 2004

*Examination Fee - \$12.50

LAST FILING DATE
SEPTEMBER 08, 2004

SALARY: Hiring rate is \$28,640.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Sheriff's Office.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent for twenty-four months in the position of Deputy Sheriff (Jail) in the Schoharie County Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS: A Corrections Corporal is a fully experienced corrections officer who ordinarily works as such but who assumes the duties of a corrections sergeant during a sergeant's leave or other absence. The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. Does related work as required.

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in such areas as:

1. Minimum standards for management of county jails and pertinent NYS Correction Law and Penal Law;
2. Correctional services security and emergency response simulation exercise;
3. Correctional services supervisory simulation exercise; and
4. Preparing written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office. Also, a "Guide to Taking the Written Test for First Line Correctional Supervisors" will be available at the Schoharie County Personnel Office or on the New York State Department of Civil Service website at www.cs.state.ny.us on September 16th.

CALCULATORS ARE PROHIBITED

The required examination fee is twelve dollars and fifty cents, which may be in the form of a check/money order or cash. ONE check/money order must accompany EACH application. If your application is disapproved, your examination fee will NOT be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcements are available on our web site www.schohariecounty-ny.gov

ISSUE DATE: July 26, 2004

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.